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[redacted] ICS/RMO

10 December 1984

STAT MEMORANDUM FOR: [redacted] RMO, DCI Area

STAT FROM: [redacted], RMO/ICS

SUBJECT: Annual Records Inventory - FY 1984

Attached is the Form 3581, Annual Report of Records Holdings, for the Intelligence Community Staff records holdings in FY 1984. The increased amount of holdings by this staff seems to be a result of several factors.

The staff has been required to review more subjects and become involved in more timely issues during the past year and our files reflect this increased activity. We also seem to have more active sub-committees at work aiding in our deliberations and impacting on our files.

Please call me if you have any questions on this.

STAT [redacted]

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: IMB/OIS
Rm 1236 Ames Bldg

FROM: (Directorate and Office)
RMO, DCI, Rm 7E 12, Hqs

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				413
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				14
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				65
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				43
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		16 ÷ 2 =	08
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 588	NUMBER (35mm)	16mm ÷ 84 =	07
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		18 ÷ 6 =	03
7. TOTAL VOLUME ON HAND (1 through 6)				553
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				534
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	19
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				275

THIS REPORT COVERS DCI/DDCI/EXDIR E-ecutive Secretary/Executive Registry/PlanningSTAFF/EXDIR, AO/DCI and Special Assistants.

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

7 Dec 84
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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Federal agency Tary report

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office)
DCI
NIC RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			~~688~~ 681	681
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				271
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		11 ÷ 5 =	2.2
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				954.20
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				940.2
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	14
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				x x x

STAT

14 Nov 84
DATE

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/INFORMATION MANAGEMENT BRANCH

FROM: (Directorate and Office) DCI/PUBLIC AFFAIRS OFFICE

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			381	381
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			12	3
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			227	227
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			108	108
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes	380	÷ 20 =	19
	Video Tapes	14	÷ 7 =	2
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				740
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM ... OBSOLETE PREVIOUS

11/16/84

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO:		FROM: (Directorate and Office) DCI/IG/Audit	
1. OFFICE FILES: Correspondence, Cases, Etc.		LINEAR FEET	CUBIC FEET: 193
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			50
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =
	Audio Tapes		÷ 20 =
	Video Tapes		÷ 7 =
	Disc Packs		÷ 2 =
	Word Processing Magnetic Tapes		÷ 72 =
	Word Processing Magnetic Cards		÷ 6 =
	Magnetic Diskettes 5¼"		÷ 5 =
	Magnetic Diskettes 8"		÷ 2 =
	Paper Tapes (on reels)		÷ 72 =
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =
	Aperture Cards		÷ 6 =
	Microfiche		÷ 6 =
7. TOTAL VOLUME ON HAND (1 through 6)			243
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			217
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE		INCREASE / DECREASE	26
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR			

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

7 Nov 84
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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/IMB

FROM: DCI/OGC (Directorate and Office)

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			621.	621.
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			58.04	58.
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			3350	3350.
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			3350.	3350.
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes	72	÷ 72 =	1.0
	Word Processing Magnetic Cards		9 ÷ 6 =	1.5
	Magnetic Diskettes 5¼"		8 ÷ 5 =	1.5
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		27 ÷ 6 =	4.5
7. TOTAL VOLUME ON HAND (1 through 6)				4029.04
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				3888.04
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE	141.
			DECREASE	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				63.

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

10 Dec 84
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INSTRUCTIONS

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	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DCI/Records Management Officer

FROM: (Directorate and Office) DCI/Office of the Inspector General

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				159.19
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				4.0
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				---
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				49.15
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		19 ÷ 2 =	9.5
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				221.84
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				240.4
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	18.56
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				10.0

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FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

16 NOV 1984
DATE

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5 x 8 Cards	4 linear feet

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1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

STAT TO: [redacted]
Chief, IMB/IRMD/OIS/DDA

FROM: (Directorate and Office)
DCI/Office of Legislative Liaison

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				368
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				9
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				--
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				151
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	--
	Audio Tapes		÷ 20 =	--
	Video Tapes		÷ 7 =	--
	Disc Packs		÷ 2 =	--
	Word Processing Magnetic Tapes		÷ 72 =	--
	Word Processing Magnetic Cards		÷ 6 =	--
	Magnetic Diskettes 5¼"		÷ 5 =	--
	Magnetic Diskettes 8"		÷ 2 =	--
	Paper Tapes (on reels)		÷ 72 =	--
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	--
	Microfiche		÷ 6 =	--
7. TOTAL VOLUME ON HAND (1 through 6)				528
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				455
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	73
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				3

STAT [redacted]

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

20 Nov 84
DATE

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1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: OIS/Information Management Branch			FROM: (Directorate and Office) DCI/Comptroller	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 254.73
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				38.65
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 154 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	1.83
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				295.21
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				326.91
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	31.70
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

11/14/84
DATE

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Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: RMO/DCI Area

FROM: RMO/ICS (Directorate and Office)

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			1777.783	1777.783
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				47.30
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				16.417
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				740.584
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 38	÷ 7 =	5.429
	Audio Tapes		÷ 20 =	
	Video Tapes	92	÷ 7 =	13.143
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		6.25 ÷ 6 =	.125
	Magnetic Diskettes 5¼"		11.00 ÷ 5 =	2.20
	Magnetic Diskettes 8"		28.584 ÷ 2 =	14.292
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		12.33 ÷ 6 =	2.055
7. TOTAL VOLUME ON HAND (1 through 6)				2619.328
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2296.85
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	322.478
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				124.00

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

December 7, 1984
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

STAT TO: RMO, DCI Area

FROM: (Directorate and Office) DCI History Staff

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			153.0	153.0
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			190.0	48.0
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			22.0	22.0
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes	38	÷ 20 =	1.9
	Video Tapes		÷ 7 =	
	Disc Packs	2	÷ 2 =	1.0
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		6" ÷ 2 =	.6
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	

7. TOTAL VOLUME ON HAND (1 through 6)		226.5
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR		210.7
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE	INCREASE / DECREASE	15.8
~~10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR~~		

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

30 Oct 84
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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